



DEPARTMENT OF THE NAVY  
COMMANDER AMPHIBIOUS GROUP THREE  
NAVAL STATION BOX 368201  
3985 CUMMINGS ROAD, SUITE 4  
SAN DIEGO, CALIFORNIA 92136-5289

COMPHIBGRUTHREEINST 2700.1C  
N6

SEP 24 2004

COMPHIBGRU THREE INSTRUCTION 2700.1C

Subj: COMMUNICATIONS SUPPORT FOR EMBARKING NAVAL BEACH GROUP  
ELEMENTS

Encl: (1) Communications Support Checklist  
(2) Sample Communications Memorandum of Understanding

1. Purpose. To promulgate standard procedures for formalizing agreements for communications support between Amphibious Group THREE ships and embarking Naval Beach Group Elements.

2. Cancellation. COMPHIBGRUTHREEINST 2700.1B.

3. Discussion. Naval Beach Group Elements such as Landing Craft Unit (LCU) and Landing Craft Air Cushion (LCAC) Detachments, Beachmaster Units, Special Boat Units or Amphibious Construction Battalion Detachments have unique communications requirements when embarked on ships. While there is adequate published guidance for ships in providing communications support for embarking Landing Force (LF) Elements, little is written concerning communication support for Beach Group Elements. With the installation of Communication Security (COMSEC) equipment in LCU and LCAC, and the limited number of adequately cleared personnel on their crews, host ship support is mandatory to provide crypto keying material. The intent of this instruction is to achieve an increase in the effectiveness of communications support for embarked Beach Group Elements by formalizing pre-embark coordination between the ship and Element. By combining early detailed planning and the use of enclosures (1) and (2), both host ship and embarked Element will be able to meet all communication requirements with no disruption in operations.

4. Action. Enclosure (1) of this instruction provides a checklist of items to be considered by both parties and should be incorporated into routine planning and advanced preparations for embark operations. The checklist is not all-inclusive, and

COMMUNICATION SUPPORT CHECKLIST

1. The NBG-1 ARG representative will deliver the following to the host-ship Communications Officer as far in advance as possible, but no later than five working days prior to embark:

\_\_\_ Clearance data on personnel to be granted access to secure communications spaces.

\_\_\_ Message pickup/delivery and release authority list.

\_\_\_ Provide name, rank, and billet assignment for individuals requiring SIPRNET/NIPRNET account for message dissemination.

\_\_\_ Command guardlist (CGL).

\_\_\_ List of command communicators to augment/train in ship's communications spaces, if applicable.

\_\_\_ Requirements for advance notice on high precedence messages to duty personnel.

\_\_\_ Secure storage requirements.

\_\_\_ EKMS requirements.

\_\_\_ EKMS user training requirements and qualifications.

2. The host-ship Communications Officer will provide the following support to the embarking Communications Officer:

\_\_\_ Proper EKMS material, including electronically loading equipment with proper key list.

\_\_\_ Adequate secure storage space for crypto equipment when not installed in embarked craft.

\_\_\_ One copy of each pertinent message received for the element. Messages maybe delivered electronically.

\_\_\_ Adequate access to host-ship communications spaces for element personnel for work related training requirements.

(Note: Embarking Element is responsible for providing own CMS equipment).

Encl (1)

**MEMORANDUM**

From: (NBG-1 ARG Representative or Commanding Officer)  
To: (Host-ship Communications Officer or Commanding Officer)  
Subj: MEMORANDUM OF AGREEMENT FOR COMMUNICATIONS SUPPORT

1. The following documents are delivered to assist in providing communications support for (element command name):

- a. Message pickup/delivery and releasing authority list.
- b. Command guardlist (CGL).
- c. List of command RM's to augment/train in ship's radio/signal bridge.
- d. Command clearance list.

2. Request provide the following communications support during (deployment/operation/exercise) for the period (inclusive dates):

- a. Secure storage for (number/type of equip., etc.).
- b. Personnel, equipment, and keying material to electronically key crypto equipment, as required.
- c. One copy of each message received for (command name), plus all general info messages as follows:
  - (1) (Insert detailed delivery instructions for UNCLAS, CONFIDENTIAL, SECRET, TOP SECRET, SPECAT, PERSONAL-FOR, -others as required - messages).
  - (2) (Insert detailed advance notice instructions for high precedence messages).
- d. (Other support details/requirements, as appropriate).

\_\_\_\_\_  
Signature

Encl (2)

\_\_\_\_\_  
Date

FIRST ENDORSEMENT on \_\_\_\_\_ memo of \_\_\_\_\_

From: (Host-ship Communications Officer or Commanding Officer)

To: (NBG-1 Representative or Commanding Officer)

Subj: MEMORANDUM OF AGREEMENT FOR COMMUNICATIONS SUPPORT

1. USS (Host-ship name) will provide the support requested, with the following provisions: (list conditions, provisions, etc., previously agreed upon). Support will be terminated upon (command name) debark on/about (date of debark).

\_\_\_\_\_  
Signature

should be expanded or modified to best accommodate each embark evolution, and satisfy both parties. Enclosure (2) provides a standard, formal written agreement between the ship and the Beach Group Element governing communications support. The following action is directed:

a. As early as possible after host-ship and embarking Element are identified, NBG-1 ARG representative and ship Communications Officer conduct face-to-face meetings to identify requirements and capabilities.

b. Once coordination is affected, but not later than five working days prior to embark, NBG-1 ARG representative prepare and deliver enclosure (1) to host ship Communications Officer.

c. After enclosure (1) is checked and agreed upon by both parties, NBG-1 ARG representative prepare and deliver enclosure (2) to host-ship Communications Officer. Once the Memorandum of Agreement is signed by both parties, the original will be retained by the NBG-1 ARG representative, and a copy retained by the host-ship for the period of embarkation.

  
D. P. DUBARD  
Chief of Staff  
Acting

Distribution:  
COMPHIBGRUTHREEINST 5216.1V  
List 1-6



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- d. (Other support details/requirements, as appropriate).

\_\_\_\_\_  
Signature

Encl (2)